

Indiana Pro Bono Commission
One Indiana Square, Suite 530
Indianapolis, IN 46204

Indiana Bar Foundation
230 East Ohio Street, 4th Floor
Indianapolis, IN 46204

COMBINED 2006 DISTRICT REPORT, 2008 PRO BONO GRANT APPLICATION, AND 2008 PLAN

Pro Bono District 6

Applicant: District 6 Access to Justice, Inc.

Mailing Address: P.O. Box 324

City: New Castle, IN Zip: 47362

Phone: 1-800-910-4407 Fax: 1-765-529-9213

E-mail address: district6access@hotmail.com

Judicial Appointee: Honorable Mary G. Willis

Plan Administrator: Marianne Legge, J.D.

Names of Counties served: Henry, Delaware, Madison, Grant, Jay, Blackford, Randolph

Number and Percentage of volunteer attorneys (as defined on page 3) *who rendered pro bono service to at least one low-income client during the year or who accepted a pro bono case in 2006* per registered attorneys in district, i.e. the district's pro bono participation rate
43/458 ---9%

Please also provide pro bono participation rates by county, if available.

Number of volunteer attorneys (as defined on page 3) who provided pro bono representation for at least 50 hours during 2006: 1

COUNTY	Referrals	Calls	All Applications	Attorney participation
Madison	-0-	120	60	0%
Grant	10	78	55	12%
Henry	9	145	120	23%
Delaware*	24	19	28	14%
Jay	-0-	2	-0-	0%
Blackford	-0-	11	3	0%
Randolph	-0-	9	3	0%

Amount of grant received for 2007: \$50,000.00

Amount of grant (2007 & prior years) projected to be unused as of 12/31/07: \$40,000

Amount requested for 2008: \$50,000.00

2008 PLAN SUMMARY

- 1. Please write a brief summary of the 2008 grant request. Please include information regarding your district's planned activities including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion. The grant request should cover needs to be addressed, methods, target audience, anticipated outcomes, and how past difficulties will be addressed.**

In 2008 District 6 will continue to have outreach intakes in Grant and Henry Counties. We hope to have consistent intakes with Madison County and have a system in place. Delaware County will continue on with the Plan Administrator making referrals working closely with the Delaware Pro Bono committee.

Our Board will continue to meet every other month or more as needed for the issues in the District. The Plan Administrator will continue to meet with the local bar association pro bono boards as needed by the committees. We are looking at the second term for our Judicial Appointee ending, the Plan Administrator is hoping to have judicial candidates to provide to the Pro Bono Commission to assist the Chief Justice with the selection process.

District 6 will hire additional staff to address the increase in volume with calling and we are striving to have someone that is based in Madison County to assist as a liaison with that legal community. In hiring an additional staff person, there will be the need to acquire office space and appropriate equipment. Currently the plan administrator is in an office that is used for other grant employment, and there is not additional rent or utilities to pay.

District 6 is going to continue attorney recognition within the individual counties. In 2007 we collaborated with existing Bar events in Delaware and Grant Counties so that we were able to have a large turnout of the bar association.

District 6 will continue with its current annual activities such as Talk to a Lawyer Day which is held in four of the seven counties. We do have a good deal of publicity with this event statewide as well as locally within the Counties. This has historically been a well attended event by both attorneys and the public.

Historically we have notified social service agencies of our services, such as *211 Lifeline and with ILSI, Domestic Violence Shelters. We will continue to do this as well as printing literature to be placed at the Courts/Clerks Offices district-wide.

District 6 has had difficulty expanding services in Blackford, Jay and Randolph Counties. We want to continue to have board representation with these counties and try to inform the public of the Pro Se services that are available and Indiana Legal Services outreach.

It is hoped that the combination of the efforts, additional staffing and consistency of services and activities will provide the stability and continued success of District 6 programming.

2006 REPORT OF VOLUNTEER ATTORNEY CASES IN DISTRICT 6

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 3A.

Please list each attorney only once in the volunteer attorney column but complete one line for each pro bono case for that attorney. The information provided in this chart, and the charts immediately following, should be for the calendar year 2006 and not the fiscal year.

Definitions

Case: A legal matter referred to and accepted by a pro bono attorney volunteer. This includes mediation and GAL services.

Volunteer Attorney: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program. This does not include attorneys who are on the list of pro bono volunteers but who have never taken a case. The case numbers do not include cases screened, only cases actually referred to a pro bono attorney. This also includes an attorney who has worked solely on a pending pro bono case that was neither opened nor closed during the reporting year. Volunteer attorneys for modest means programs may be counted, as long as they are separately identified as such.

Case Type: Please use the abbreviations listed in Indiana Supreme Court Administrative Rule 8(B)(3) or any other defined abbreviation.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): **District 6 Access to Justice, Inc.**

IOLTA funding accounts for 100% of total pro bono provider budget. Please state the percentage of volunteers and cases which are attributable to IOLTA funding 100%. If this percentage is substantially more than the percentage of IOLTA funding, please explain.

Volunteer Attorney Name	County	Number of new cases accepted/opened in 2006	Number of cases closed (but not opened) in 2006	Number of cases pending in 2006 that were neither opened nor closed in 2006	Number of hours for cases closed in 2006 (column 4)	Case Type
Jennie Scott	Delaware	1		1	----	GU
		1		1	----	MI
David Brock	Delaware	1	1		2.0	CC
		1	1		n/r	CC
Charles Clark	Delaware	1		1	----	DR
		1		1	----	DR
Brian Pierce	Delaware	1	1		2.0	JS
		1	1		1.0	DR
Ross Rowland	Delaware	1		1	----	DR
James Schafer	Delaware	1		1	----	DR
Kimberly Dowling	Delaware	1		1	----	DR
Kelly Bryan	Delaware	1		1	----	DR
		1	1		n/r	DR
Bruce Munson	Delaware	1	1		n/r	MI
Casey Cloyd	Delaware	1		1	----	CC
Douglas Mawhorr	Delaware	1		1	----	DR
Linda Clark Dague	Delaware	1		1	----	DR
Sara Shade	Delaware	1	1		n/r	GU
Leslie Horn	Delaware	1		1	----	DR

			1		10.0	DR
Joseph Davis	Delaware	1		1	----	CC
Rebecca Bruce	Delaware	1		1	----	AD

Thomas Hurley	Delaware	1	1		n/r	MI
Alan Wilson	Delaware	1		1	----	MI
Jack Buckles	Delaware	1	1		n/r	WL
Chip Alexander	Delaware		1		10.0	GU
Steven Murphy	Delaware		1		11.00	DR
Tia Brewer	Grant	1		1	----	
		1		1	----	
		1		1	----	DR
Kevin Rigdon	Grant	1	1		4.0	DR
	Grant	1	1		6.0	DR
Teri Pollett	Grant	1		1	----	DR
Don Leslie	Grant	1		1	----	DR
Jeffrey Schreiber	Grant	1			----	DR
		1	1		.5	DR
Josef Musser	Grant	1	1		6.3	LL
Happi Johnston	Grant		1		n/r	DR
James Millikan	Henry	1	1		3.5	DR
David McCord	Henry	1	1		1	Lic
Gerald Hodson	Henry	1	1		4	LL
Greg Crider	Henry	1	1		5	GU
		1	1		3.5	GU
Mary Phillips	Henry	1			34.40	DR
			1		10.45	JP
			1		2.75	DR
E.Edward Dunsmore	Henry	1			----	DR
			1		n/r	DR
David Scott	Henry	1			----	DR
Robert Wisheart	Henry	1	1		n/r	DR
Ardeth Wilson	Madison		1		n/r	ES
TOTAL: 37	<i>No total needed</i>	TOTAL: 43	TOTAL: 27	TOTAL: 15	TOTAL: 117.40	<i>No total needed</i>

2006 REPORT OF VOLUNTEER ATTORNEY LIMITED INFORMATION ACTIVITY IN DISTRICT 6

This limited legal information chart can include activities such as pro se clinics and call-in or walk-in informational services.

Please attach additional pages for each pro bono provider that receives IOLTA funding, whether directly or indirectly, in your district. See the sample additional pro bono provider page 4A.

Please list each attorney only once in the volunteer attorney column but complete one line for each type of legal information activity for that attorney.

Name of Pro Bono Provider (includes legal service provider, court, plan administrator, bar association, and other organizations): **District 6 Access to Justice, Inc.**

Volunteer Attorney Name	County	Type of Activity	Number of Hours
Douglas Mawhorr	Delaware	Talk to A Lawyer Today	4
Leslie Horn		Talk to A Lawyer Today	4
Franklin Brinkman		Talk to A Lawyer Today	4
Elizabeth Costello		Talk to A Lawyer Today	4
Phillip Updike		Talk to A Lawyer Today	4
Kevin Rigdon	Grant	Talk to A Lawyer Today	4
P. Martin Lake		Talk to A Lawyer Today	4
Don Galloway		Talk to A Lawyer Today	4
Jeffrey Schreiber		Talk to A Lawyer Today	4
Stephen Wolfe		Talk to A Lawyer Today	4
Dana Kenworthy		Talk to A Lawyer Today	4
Jim Millikan	Henry	Talk to A Lawyer Today	2
Bill Baker		Talk to A Lawyer Today	2
Jerry Miller		Talk to A Lawyer Today	2
Bob Wisheart		Talk to A Lawyer Today	2
Jane Wyengar		Talk to A Lawyer Today	2
Jeff Galyen		Talk to A Lawyer Today	2
Richard Bash	Madison	Talk to A Lawyer Today	2
Rick Hall		Talk to A Lawyer Today	2
Robert Miller		Talk to A Lawyer Today	2
John Ritichison		Talk to A Lawyer Today	2
Gerald Shine		Talk to A Lawyer Today	2
Ardeth Wilson		Talk to A Lawyer Today	2
TOTAL: 23			TOTAL: 68
OVERALL VOLUNTEER ATTORNEY TOTAL:	60		OVERALL HOURS TOTAL: 185.40

2006 REPORT

Please list your District's 2006 activities--including committee meetings, training, attorney recognition, newspaper or magazine articles, marketing and promotion--in chronological order.

<u>Date</u>	<u>Activity</u>
January 2006	
1/3/06	Board meeting
1/5/06	Henry County Intake
1/13/06	Grant County CLE Replay
1/13-1/15/06	Press Releases in Henry, Delaware, Grant, & Madison Counties
1/16/06	Talk to a Lawyer Day, Henry, Delaware, Grant, Madison Counties
1/19/06	Henry County Intake
1/20/06	Grant County Intake
1/24/06	Pro Bono Commission Conference call
2/2/06	Henry County Intake
2/3/06	Grant County Intake
2/9/06	Grant County Bar Association Pro Bono Meeting.
2/16/06	Henry County Intake
2/17/06	Grant County Intake
2/28/06	Board Meeting
3/2/06	Henry County Intake
3/3/06	Grant County Intake
3/16/06	Henry County Intake
3/17/06	Grant County Intake
3/24/06	Grant County Bar Association Pro Bono Meeting.
3/30-4/1/06	Equal Justice Conference, Philadelphia
4/6/06	Henry County Intake
4/7/06	Grant County Intake
4/11/06	Board meeting
4/19/06	Madison County Bar Association Meeting
4/20/06	Grant County Bar Association pro Bono Meeting
	Henry County Pro Bono Intake
4/21/06	Human Services Lunch Henry County
	Grant County Intake
5/5/06	Grant county Intake
5/11/06	Henry County Intake
5/19/06	Grant County Intake
5/25/06	Henry County Intake
6/1/06	Henry County Intake
6/2/06	Grant County Intake
6/5/06	Plan Administrators Retreat
6/13/06	Board Meeting
6/15/06	Henry County Intake
6/23/06	Grant County Intake
7/6/06	Henry County Intake
7/7/06	Grant County Intake
7/18/06	Pro Bono Conference Call with Jim Dimos

7/21/06	Grant County Intake
8/3/06	Henry County Intake
8/4/06	Grant County Intake
8/14/06	Grant County Intake
8/17/06	Henry County Intake
9/1/06	Grant County Intake
9/7/06	Henry County Intake
9/15/06	Grant County Intake
9/21/06	Henry County Intake
	Board Meeting
10/5/06	Henry County Intake
10/6/06	Plan Administrator's Retreat/Shepard Dinner
	Grant County Intake
10/17/06	Meeting with District #9 Plan Administrator re: Talk to A Lawyer
10/19/06	Henry County Intake
10/20/06	Henry County Intake
10/31/06	Kemps Conference call
11/2/06	Henry County Intake
11/3/06	Grant County Intake
11/16/06	Henry County Intake
	BSU Paralegal Student Association Meeting
11/17/06	Grant County Intake
11/30/06	Board meeting
12/1/06	Grant County Intake

2006 REPORT

Please provide a short summary of how the provision of pro bono service is coordinated in your district, including the intake process, the relationships of pro bono providers in the district, how referrals are made, and how reporting is done.

- **Henry County:** Intakes are done twice monthly in a face to face intake with the Plan Administrator. ILSI has intake once a month at the Interlocal Community Action Program Office and the Senior Center. Reporting of closed cases are recorded online at the Pro Bono Commission's Website by the Plan Administrator. There has been some communication between ILSI and District 6 to work together.
- **Grant County:** We have students from Indiana Wesleyan handle Intakes twice monthly in the Grant County Courthouse Jury Rooms. We work with ILSI to send intakes to the Fort Wayne office that may be appropriate for services with ISLI. We have not had the Fort Wayne office take a case from Grant County. ILSI has a senior law project that provides intakes monthly at the local senior center. Grant County is also trying to set up a mediation program to be utilized in family law cases. The Pro Board is very active in Grant County and meets every other month.
- **Delaware County:** We had successfully recruited students to monitor the phone that was set up at Christian Ministries. The problem was that after the summer commenced the students were not able to assist. In the Fall of 2006 there was one student that would check messages sporadically. The Delaware County Pro Bono Board meets 3 to 4 times a year or as needed.
- **Madison County:** Calls are received on Thursday mornings from 8 to 10a.m. Referrals were not successfully made in 2006 due to the fact that the attorneys were not willing to accept cases. ILSI does not have a presence in Madison County following the closing of the satellite office. The Pro Bono Committee meets about two to three times annually.
- **Blackford, Jay, & Randolph:** These three counties while large in size have very small attorney populations. We do have attorney's that sit on our board from Jay and Randolph Counties, and we are trying to get services to those counties, but may not be traditional "pro bono" programs such as making sure that there are Pro Se Packets accessible. Both Jay and Randolph counties are interested in hosting Talk to a Lawyer Today program.
- **Relationships with other Service Providers:** There is a positive working relationship with Indiana Legal Services of Indiana. We have John Boyce, sitting on our board from the Indianapolis office. With the closing of the Madison County office, our District is split between the Fort Wayne and Indianapolis offices. We try to work together with these offices only referring matters that are specialized in those particular offices in order to avoid duplication of services. We have not had much luck getting the Fort Wayne office to accept referrals. However, we do communicate with the offices and give them information on intake times where applicable.

Please describe any special circumstances, including difficulties encountered, affecting your District's 2006 implementation of its plan.

District 6 is an interesting mix of rural and semi-urban population. In the rural counties, Jay, Blackford, and Randolph there are such small attorney populations that it has been impossible to get any sort of services to the people. Pro Se forms are available for litigants to use, and we refer people to the appropriate ILSI office.

Madison County is one of our larger counties, we have not been able to get the bar association on board with pro bono services. The list of attorneys that we had compiled was not accurate in 2006, several attorneys had left their offices, moved or not practicing. Several were not willing

to take pro bono cases. There is a need in Madison County for services, there have been several attempts to get a program going, there is a recognized need by local agencies, such as United Way, but without the volunteer attorneys it is not feasible to get a program running. Intakes are completed and if there are other agencies available to assist, they have been directed there.

Delaware, Henry and Grant Counties programs have been running well, but towards the end of 2006 we recognized the need to start looking at re-recruiting attorneys and getting more volunteers available to handle intakes.

We have also seen problems with reporting final hours on a case. We hope that with the acquisition of malpractice coverage in 2007 that the reporting of time involved once a case is closed will improve.

Overall, the legal needs of the indigent are not being met. The majority of cases are custody related and contested family law issues. These are matters that attorneys do not take in the private practices, when money is not at issue or a barrier to services. We try to prioritize cases and focus on placing those where the children are at risk or there is Domestic Violence.

BUDGETS for 2006, 2007 and 2008

Income Category	2006 Actual Income	2006 Budget	2007 Actual Income To Date 6/4/07	2007 Budget	2008 Budget
A. INCOME	<u>9764.37</u>		<u>\$18,206.85</u>		<u>\$40,000.00</u>
1. IOLTA Grant Amount	30,000.00	\$30,000	\$50,000.00	\$50,000.00	\$50,000.00
Other Income: <i>Explain source(s) and if Actual/Expected in narrative</i>					
2. American Inns of Court	1813.92				
3. Interest Earned	434.45		956.34		
4.					
5. Total Income (sum of lines A1 – A4)	42,013.34		69,163.19	\$50,000.00	\$ 90,000.00
Expense Category	2006 Actual Expenditures	2006 Budget	2007 Actual Expenditures To Date	2007 Budget	2008 Budget
B. PERSONNEL EXPENDITURES					
1. Plan Administrator	14,589.71	\$22,500.00	\$6069.97	\$27,500.00	\$35,000.00
2. Paralegals					
3. Others – Payroll Tax	4610.14		3265.62		
4. Employee benefits					
a. Insurance	1137.00	\$3,000.00	\$1138.00	\$5,000.00	\$5000.00
b. Retirement plans					
c. Other – Please explain					
5. Total Personnel expenditures (sum of lines B1 - B4c)	\$20,336.85	\$25,000.00	\$10473.59	\$32,500.00	\$40,000.00
C. NON-PERSONNEL EXPENDITURES					
1. Occupancy					\$7,200.00
2. Equipment Rental					\$2,000.00
3. Office Supplies	\$1,993.48	\$300.00	\$54.00	\$1,000.00	\$2,000.00
4. Telephone	\$415.84	\$1,000.00	221.67	\$2,000.00	\$2,000.00
5. Travel	\$550.62	\$2,000.00	386.74	\$1,500.00	\$2,000.00
6. Training			\$523.07	\$225.00	\$500.00
7. Library					
8. Malpractice Insurance			\$1,888.05	\$2,000.00	\$2,100.00
9. Dues and Fees	\$80.00	\$250.00	\$40.00	\$500.00	\$500.00
10. Reserve				\$1,000.00	\$1,000.00
11. Marketing and promotion				\$500.00	\$1,000.00
12. Attorney recognition				\$2000.00	\$2,500.00
13. Litigation expenditures				\$4,000.00	\$4,000.00
14. Property Acquisition					
15. Contract Services	\$430.00	\$500.00	505.63	\$1,500.00	\$2,000.00

16. Grants to other pro bono providers					
17. Other - Please explain		225.00			
18. Total Non-Personnel Expenditures (sum of lines C1 - C17)	\$3,469.94	\$4,500.00	3619.16	\$17,500.00	\$28,800.00
D. TOTAL EXPENDITURES (sum of B5 & C18)	\$23,806.79	\$30,000.00	\$14092.75	\$50,000.00	\$68,800.00
E. ENDING FUND BALANCE (A5 less D)	\$18,206.65	\$	\$55070.44	-0-	\$21,200.00

Budget Narrative

Please provide descriptions of the following line items in the foregoing budget chart, by item number, in the space provided. Please explain any other budget entries that are not self-explanatory, including other sources of income.

Lines (B)(1), (2), (3), (4) Please indicate the number of hours per week for each personnel position, rate of pay, and all employee benefits. The income sources for year 2006 were from IOLTA, a donation from American Inns of Court, that was used to purchase a laptop for the district, and the final amount is interest earned from short term savings that money is held.

The salary for the plan administrator is based on 20 hours a week, there are workers compensation benefits provided.

Line (C)(1) Please describe the occupancy cost in terms of square footage, utilities or other amenities and indicate whether the occupancy cost is above or below the market rate for that space.

At present, we don't have any expenses for occupancy. The phone, travel expenses vary, there has been an increase in the phone expenses as the volume of calls increases. Muncie Bar Association covers the costs for the Delaware County line that we have. The contract services are to pay Broyles CPA, LLC for their accounting work. They handle filing taxes, payroll and reimbursement expenses. They charge below market value for their services. KempsCaseworks/Venture Technologies comes out of Contract services.

One supplemental, explanatory page may be added to the end of this report and plan.

ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:

January 1:	Checks distributed
July 2:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due

PRO BONO DISTRICT NUMBER 6 LETTER OF REPRESENTATION

The following representations, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

Operation under Rule 6.6

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to **Rule 6.6** of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to **Rule 6.6 (f)** by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to **Rule 6.6 (g)** to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results; and
- D. submit an annual report to the Commission.

Commitment to Pro Bono Program Excellence

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

1. Participation by the local bar associations and attorneys. The associations and attorneys believe the program is necessary and beneficial.

2. Centrality of client needs. The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available.

3. Program priorities. The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal providers and other programs serving low-income people to assist in this process.

4. Direct representation component. The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.

5. Coordination with state and local civil legal providers and bar associations. The programs work cooperatively with the local civil legal providers. The partnerships between the civil legal providers and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.

6. Accountability. The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.

7. Continuity. The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff. Programs should have written job descriptions, policies and procedures to ensure continuity. Every pro bono program which receives IOLTA funding from the Indiana Pro Bono Commission and Indiana Bar Foundation must be incorporated and have obtained or applied for federal tax-exempt status by July 1, 2007.

8. Cost-effectiveness. The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

9. Minimization of barriers. The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

10. Understanding of ethical considerations. The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided. The staff and volunteers are respectful of clients and sensitive to their needs.

11. ABA Standards. The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.


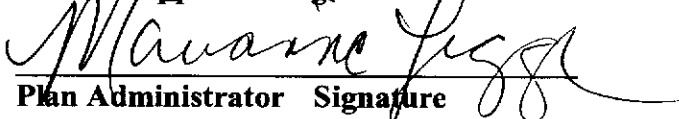
No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

Explanation of items stricken from the above Letter of Representation:

It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.

Signatures:

 Judicial Appointee Signature	<u>6-18-07</u> Date
 Plan Administrator Signature	<u>6-18-07</u> Date